AIM Data Checklist

Montana Office of Public Instruction
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All guides and documents referred to in this checklist are available at
http://opi.mt.gov/Reports-Data/AIM/

New to AIM?

_____ Locate the OPI AIM Website.

_____ Submit an AIM Specialist Update Form.

_____ Review the AIM New User Guide.

_____ Subscribe to the AIM Mailing List (and other lists of interest) at: OPI Newsletter Subscriptions.

_____ Plan to attend an AIM New User Trainings – Posted at Aim Trainings.

Routine Data Checks ~ To Be Done During All Collection Periods:

_____ Verify that all students have an enrollment and no overlaps: "*Index>Student Information>Reports: >Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap.*"

_____ Enter End Date and End Status for withdrawn students. (Exit Scenarios Guide and/or Enrollment End Status Codes.)

_____ Verify the Grade Level in Enrollment matches the Grade Level in Class Schedule.

_____ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)

_____ Verify that all completed Special Education ERs and IEPs are locked.

_____ Verify status of MT Youth ChalleNGe, Job Corps and Montana Digital Academy students and End Date enrollment and/or flags as necessary. (MT Programs: Job Corps & MTDA and/or MT Programs: Youth Challenge)

PREVIOUS YEAR WRAP-UP AND NEW YEAR PREPARATION – Due in October:

_____ Complete all checks under the **Routine Data Checks** section above.

_____ Follow the Beginning of Year Verification Guide to:

    _____ Create/verify calendars, terms, and grade levels for new school year.

    _____ Modify previous years' student enrollments for summer transfers.

    _____ Modify previous years' student enrollments for summer graduates.

    _____ Assign/locate state IDs for new students.

    _____ Create enrollments for new students.

    _____ Request record transfers for new students (required for Special Ed students).

    _____ ReSync enrollment data after entering data and/or uploading files. (Page 19 of Guide)

_____ End date PK enrollments from the previous year. (See pages 15-16 of AIM New User Guide)

_____ End date in AIM for any staff members who have left. (Creating & Modifying Users)

_____ To prepare for Fall Count, confirm that all American Indian students are identified. "*Index>Student Information>Reports>Enrollment Summary*"

_____ Verify data using State Published Ad Hoc Reports:
"*Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Kindergarteners with N Service Type; and >student ALL Students with N Service Type – Not PK; and >student All Preschoolers Not with an N Service Type*"

_____ ReSync enrollment data after entering data and/or uploading files.

PREVIOUS YEAR GRADUATE, COHORT & DROPOUT VERIFICATION & CERTIFICATION) - Due in October:

____ Follow the Graduate Cohort and Dropout Verification Guide to:

    ____ Verify Graduation data *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student BOY Graduates by Name and >student BOY Graduates Missing Diploma Information"*

    ____ Certify Graduates (OPI Reporting Center).

    ____ Verify Dropouts data *"Index>Ad Hoc Reporting>Filter Designer>>+State Published> student BOY Dropouts by Grade Level, Name."*

    ____ Certify Dropouts (OPI Reporting Center).

    ____ Certify Cohorts (OPI Reporting Center).

FALL CAREER & TECHNICAL EDUCATION (CTE) DATA – Due in December:

____ Follow the OPI Fall CTE Collection Guide to:

    ____ Enter CTE Post Grad Status and Date Contacted for each student identified as a CTE Concentrator the previous year.

____ Verify Data using State Published Ad Hoc Reports:

    "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student CTE Concentrators; and >CTE Missing Post Grad Status or Date Contacted"

____ ReSync enrollment data after entering data and/or uploading files.

FALL COUNT – ENROLLMENT, ABSENCES AND AGGREGATE HOURS DATA – Due in October:

NOTE: Absences **ARE** entered for the Fall Count and Fall Enrollment Count **IS** used for ANB funding.

____ Complete all checks under the **Routine Data Checks** section above.

____ Follow the Fall Attendance and Aggregate Hours Collection Guide to:

    ____ Verify that the district's SIS, AIM, and MAEFAIRS enrollment data match as of the count date. (enter new students, exit students no longer in attendance.)

    ____ Check the "Exclude Fall ANB - 10 Day Rule" box for:

        ____ Any student absent 11 or more consecutive days prior to and including the count date.

        ____ Kindergarten students not 5 years old as of Sept 10th who did NOT receive board approval to attend prior to the count date.

        ____ Students placed in day-treatment as of count date. Uncheck if student has returned to school attendance.

    ____ Check Service Type for all students and assure Aggregate Hours match accordingly.

    ____ Enter Aggregate Hours and Absences for all students.

    ____ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).

____ Follow the MT Programs: Job Corps & MTDA or MT Programs: Youth Challenge guides to:

    ____ Enter End Dates and/or Start Dates for MT Youth ChalleNge Students

    ____ Verify continued participation and grade level for continuing Job Corps Students

    ____ Create Flags for Job Corps and MT Youth ChalleNGe students.

____ Verify Data using State Published Ad Hoc Reports:

    "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student FALL Missing Aggregate Hours; >student FALL American Indian Student Count" (no changes allowed after December 31st) and other *"FALL"* or *"ALL"* ad hoc reports.

____ ReSync enrollment data after entering data and/or uploading files (MT Edition users only).

FALL PROGRAM PARTICIPATION DATA - Due in October:

____ Complete all checks under the **Routine Data Checks** section above.

____ Follow the Program Participation Collection Guide and/or Program Participation Verification Guide to:

    ____ Update Military Connected Status (once checked, leave checked for the school year).

    ____ Enter data for Title data (Targeted Title I Instructional Services by Type, Title I Support services by Type, Title I Part A Neglected, Title I Part D Delinquent).

    ____ Enter/Verify data for Supplemental Education Services (SES).

    ____ Enter/Verify data for Immigrant students (Date entered US school, Home Primary Language.)

    ____ Enter/Verify data for 21st Century participants.

    ____ Enter/Verify for Foreign Exchange students.

    ____ Enter/Verify data for Gifted/Talented students.

    ____ Enter/Verify data for Homeless students (Nighttime Residence, McKinney Vento, Unaccompanied Youth).

    ____ Enter/Verify data for Section 504 students.

    ____ Enter/Verify FRAM status (FRAM Guide)

    ____ Enter/Verify LEP status for students new to the program or transfer students (include Home Primary Language and Language of Impact). (LEP Tool Guide)

    ____ Enter/Verify LEP status for continuing students.

    ____ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).

    ____ Verify Data using State Published Ad Hoc Reports:

        "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Homeless; >student All Title I Part A; >student ALL Title 1 Part D; >student LEP"; >student FALL Special Ed Status – Unlocked IEP; >etc."

ASSESSMENT REGISTRATION COLLECTION – Due in January:

____ Complete all checks under the **Routine Data Checks** section above.

____ Follow the Assessment Registration Collection Guide to:

    ____ Populate "Sort By" field, if applicable.

    ____ Modify enrollments to reflect semester grade level changes.

    ____ ReSync enrollment data after entering data and/or uploading files.

For assistance, please contact the AIM Help Desk at
1-877-424-6681
OR
opiaimhelp@mt.gov

SPRING COUNT - ENROLLMENT AND AGGREGATE HOURS DATA – Due in February:

NOTE: Absences are **NOT** entered for the Spring Count and the Spring Count **IS** used for ANB funding.

____ Complete all checks under the **Routine Data Checks** section above.

____ Follow the Spring Enrollment & Aggregate Hours Collection Guide to:

    ____ Verify that the district's SIS, AIM, and MAEFAIRS enrollment data match as of the count date. (enter new students, exit students no longer in attendance.)

    ____ Absences are not entered for the Spring Count.

    ____ Check the "Exclude Fall ANB - 10 Day Rule" box for:

        ____ Any student absent 11 or more consecutive days prior to and including the count date.

        ____ Kindergarten students not 5 years old as of Sept 10th who did NOT receive board approval
                 to attend prior to the count date.

        ____ Students placed in day-treatment as of count date. Uncheck if student has returned to school attendance.

    ____ Check Service Type for all students and assure Aggregate Hours match accordingly.

    ____ Enter Aggregate Hours for all students (if District Edition check these after running ReSync).

    ____ For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that Aggregate Hours are equal to the hours for the Winter count date.

    ____ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).

____ Follow the MT Programs: Job Corps & MTDA or MT Programs: Youth Challenge guides to:

    ____ Enter End Dates and/or Start Dates for MT Youth ChalleNge Students

    ____ Verify continued participation and grade level for continuing Job Corps Students.

    ____ Create Flags for Job Corps and MT Youth ChalleNGe students.

    ____ Verify Data using State Published Ad Hoc Reports: *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student SPRING Missing Aggregate Hours" and other "SPRING" and "ALL" ad hoc reports."*

    ____ ReSync enrollment data after entering data and/or uploading files (MT Edition users only).

SPRING CAREER & TECHNICAL EDUCATION (CTE) DATA – Due in April:

____ Follow the Spring CTE Collection Guide to:

    ____ Enter data for 12th grade CTE students (CTE Concentrator, Area of Concentration, Student is Single Parent)

____ Verify Data using State Published Ad Hoc Reports: *"Index>Ad Hoc Reporting>Filter Designer>> +State Published>student CTE Concentrators*

____ ReSync enrollment data after entering data and/or uploading files. (MT Edition users only)

TEST WINDOW (TW) COUNT – ENROLLMENT, ABSENCE AND AGGREGATE HOURS DATA – Due in March/April:

NOTE: Absences **ARE** entered for the TW Count. TW Enrollments are **NOT** used for ANB funding.

____ Complete all checks under the **Routine Data Checks** section above.

____ Follow the [Test Window Enrollment & Aggregate Hours Collection Guide](#) to:

    ____ Verify that the district's SIS, AIM, and MAEFAIRS enrollment data match as of the count date. (enter new students, exit students no longer in attendance.)

    ____ Check Service Type for all students and assure Aggregate Hours match accordingly.

    ____ Enter Aggregate Hours and Absences for all students.

    ____ For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that Aggregate Hours are equal to the hours for the Winter count date.

    ____ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).

____ Follow the [MT Programs: Job Corps & MTDA](#) or [MT Programs: Youth Challenge](#) guides to:

    ____ Enter End Dates and/or Start Dates for MT Youth ChalleNge Students

    ____ Verify continued participation and grade level for continuing Job Corps Students

    ____ Create Flags for Job Corps and MT Youth ChalleNGe students.

____ Verify Data using State Published Ad Hoc Reports:

    "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student TW Missing Aggregate Hours" and other "TW" and "ALL" ad hoc reports."

____ ReSync enrollment data after entering data and/or uploading files (MT Edition users only)

TEST WINDOW (TW) PROGRAM PARTICIPATION DATA - Due in March/April:

____ Complete all checks under the **Routine Data Checks** section above.

____ Follow the [Program Participation Collection Guide](#) and/or [Program Participation Verification Guide](#) to:

    ____ Update Military Connected Status (once checked, leave checked for the school year).

    ____ Enter data for Title data (Targeted Title I Instructional Services by Type, Title I Support services by Type, Title I Part A Neglected, Title I Part D Delinquent).

    ____ Enter/Verify data for Supplemental Education Services (SES).

    ____ Enter/Verify data for Immigrant students (Date entered US school, Home Primary Language.)

    ____ Enter/Verify data for 21st Century participants.

    ____ Enter/Verify for Foreign Exchange students.

    ____ Enter/Verify data for Gifted/Talented students.

    ____ Enter/Verify data for Homeless students (Nighttime Residence, McKinney Vento, Unaccompanied Youth).

    ____ Enter/Verify data for Section 504 students.

    ____ Enter/Verify FRAM status ([FRAM Guide](#))

    ____ Enter/Verify LEP status for students new to the program or transfer students (include Home Primary Language and Language of Impact). ([LEP Tool Guide](#))

    ____ Enter/Verify LEP status for continuing students.

____ Verify Data using State Published Ad Hoc Reports:

    "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Homeless; >student All Title I Part A; >student ALL Title 1 Part D; >student LEP"; >student FALL Special Ed Status – Unlocked IEP; >etc."

____ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).

END OF YEAR: CURRENT YEAR WRAP-UP AND NEW YEAR DATA PREPARATION – Due in June:
_____ Notify State if any grade levels at a school are changing for next year.
_____ Follow the OPI End of Year Collection Guide to:
    _____ Create calendars for next year.
    _____ Roll-over enrollments for next year (enrollments may be uploaded at beginning of next year as
        part of the Beginning of Year Collection.)
    _____ End all current year enrollments.
    _____ Verify Graduation data (Diploma type, Diploma date and Diploma period).
_____ Verify Data using State Published Ad Hoc Reports:
    "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student EOY Missing End Date or Status."
_____ ReSync enrollment data after entering data and/or uploading files (MT Edition users only).

END OF YEAR PROGRAM PARTICIPATION DATA - Due in June:
_____ Complete all checks under the **Routine Data Checks** section above.
_____ Follow the Program Participation Collection Guide and/or Program Participation Verification Guide to:
    _____ Update Military Connected Status (once checked, leave checked for the school year).
    _____ Enter data for Title data (Targeted Title I Instructional Services by Type, Title I Support services by
        Type, Title I Part A Neglected, Title I Part D Delinquent).
    _____ Enter/Verify data for Supplemental Education Services (SES).
    _____ Enter/Verify data for Immigrant students (Date entered US school, Home Primary Language.)
    _____ Enter/Verify data for 21st Century participants.
    _____ Enter/Verify for Foreign Exchange students.
    _____ Enter/Verify data for Gifted/Talented students.
    _____ Enter/Verify data for Homeless students (Nighttime Residence, McKinney Vento, Unaccompanied
       Youth).
    _____ Enter/Verify data for Section 504 students.
    _____ Enter/Verify FRAM status (FRAM Guide)
    _____ Enter/Verify LEP status for students new to the program or transfer students
        (include Home Primary Language and Language of Impact). (LEP Tool Guide)
    _____ Enter/Verify LEP status for continuing students.
_____ Verify Data using State Published Ad Hoc Reports:
    "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Homeless;
    >student All Title I Part A; >student ALL Title 1 Part D; >student LEP"; >student FALL Special Ed
    Status – Unlocked IEP; >etc."
_____ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date*
       Attendance wizard (for District Edition users only).

AVERAGE DAILY ATTENDANCE (ADA) DATA – Due in June:
_____ Follow the Average Daily Attendance Collection Guide to:
    _____ Enter data for ADA-# Days Present and ADA-#Days Enrolled.
    _____ Verify ADA data.
    _____ ReSync enrollment data after entering data and/or uploading files.
_____ Verify Data using State Published Ad Hoc Reports:
    "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ADA Days Present>
    Days Enrolled; and >student ADA Missing Days Present or Days Enrolled
_____ ReSync enrollment data after entering data and/or uploading files (MT Edition users only).